

December 9, 2011

MEMORANDUM

TO: Pam Treadwell, Director
Exceptional Student Education Administrative Support Services

FROM: Wendy Andrews, Manager *W.A.*
School Accounting & Property Control

SUBJECT: Donating Assets

The purpose of this memo is to provide you the necessary steps that must be followed when a school or department requests that District assets be donated to an individual or organization for a specific educational purpose or personal need. The Property Control Manual will be updated to include these revisions and should be followed, effective immediately. No District asset may be donated to a specific person or organization without approval by majority vote of the School Board. The chronological steps to donate items are as follows:

1. All requests to donate district assets must be made through the Surplus Warehouse. The Surplus Warehouse, upon receipt of such a request, will submit documentation outlining the desires of the school or department to the Board and include the asset in Surplus' disposal list.
 - a. All requests to donate necessitate a contact with a Surplus Warehouse employee in order to submit the appropriate documentation required and for appropriate timing to submit these requests.
 - b. Any asset in the personal possession of a District employee or student that has not been approved by the Board as a donation is considered to be on loan. A Property Control Loan Form should be on file for each asset in the loan status. Please see the attached form to be used for Property on Loan.
2. For each asset requesting to be donated, an electronic transfer to the Surplus Warehouse should be initiated in the Asset Management system.
 - a. When initiating the transfer, the Transfer Reason should be entered as "SN" so that the Surplus Warehouse does not attempt to pick up the asset.
 - b. A note should be included stating that the asset is being requested as a donation and the required documentation has been sent to Surplus.
3. Surplus will notify the requesting site after the Board has been presented the donation request.
 - a. If the Board approves the request, Surplus will electronically 'receive on' the asset in the Asset Management system, the requesting site can donate the asset, and the asset will automatically be retired in the Asset Management system by Property Control as part of the disposal process.
 - b. If the Board does not approve the request, the requesting site will electronically delete the transfer in the Asset Management system and the asset will remain with the District.
 - c. Additionally, if the item is not approved, Surplus will contact Property Control so that the asset can be removed from the disposal list so that it is not automatically retired in the Asset Management system.

Approved by:

Jo Ann Clark
Jo Ann Clark, Director
Accounting Services

Approved by:

Mark Langdorf
Mark Langdorf, Director
Purchasing & Warehouse Services

C: Sandy Kimple
Sherri Hayes

Jo Ann Clark, Director
Office of Accounting Services
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SCHOOL BOARD OF BREVARD COUNTY

PROPERTY LOAN FORM

IMPORTANT - THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BEFORE ANY EQUIPMENT CAN BE LOANED TO ANYONE.

I, the undersigned borrower, agree to be responsible for the equipment listed below. I agree to replace or repair at my own expense any loss or damage to this equipment while it is loaned out to me, to the satisfaction of the School Board of Brevard County.

I, _____, hereby borrow as agreed above, the

following:

(Description)

(Property Number)

(Description)

(Property Number)

(Description)

(Property Number)

(Description)

(Property Number)

(Description)

(Property Number)

It will be located at _____
and will be subject to personal use.

(Signature of Borrower)

(Date Borrowed)

(Signature of School Administrator or
designee approving loan of
equipment)

(Date Returned)

(Signature of School Administrator or
designee upon return)